

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

CHASE

Transaction #13	
Account Number Ending In:	0515
Checking Deposit	\$1,716.35
Cash Amount	\$1,716.35

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935

Member FDIC, Equal Housing Lender
Please keep your receipt
12/31/2010 12:50

Business Date 12/31/2010
Session #7

Thank you - Williamae
Cashbox #06

EQ

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

CHASE EXCLUSIVESSM

**BETTER
RATES**

TransSource

DATE 12/31/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	1716	
COIN		
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY N. Kalluene

DEPOSIT VERIFIED BY BS

PRINT NAME N. Kalluene

DEPOSIT BAG # 107603087

TOTAL 1716 35

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

TOTAL ITEMS 1716.35

TO REORDER CALL 1-888-750-0545 AND REFERENCE ORDER #2639283

CHARGE AND OTHER ITEMS ARE TO THE ACCOUNT OF THE DEPOSITOR. DEPOSITOR'S SIGNATURE AND ADDRESS MUST BE PRINTED ON THE BACK OF THE TICKET.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 55602010221 777170515


1716.35

DEPOSIT TICKET

TransSource

DATE 12/31/10

DEPOSIT TICKET


STARBUCKS COFFEE COMPANY
 STORE #11649
 345 HUDSON ST

	CURRENCY	DOLLARS	CENTS
1	COIN		
2	CHECKS		
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY W. Kallenberg

DEPOSIT VERIFIED BY W. Kallenberg

PRINT NAME W. Kallenberg

DEPOSIT BAG # 12700087

TOTAL 1746 35

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

11649 1560201022 7771705151

DEPOSIT TICKET

TO REORDER CALL 1-888-264-445 AND RETURN ORDER #Z65F9583

TOTAL ITEMS 174635

COFFEE AND OTHER ITEMS ARE TO BE RETURNED TO THE STORE OF ORIGIN. COFFEE AND OTHER ITEMS ARE NOT TO BE RETURNED TO THE STORE OF ORIGIN. COFFEE AND OTHER ITEMS ARE NOT TO BE RETURNED TO THE STORE OF ORIGIN. COFFEE AND OTHER ITEMS ARE NOT TO BE RETURNED TO THE STORE OF ORIGIN.

Cash Management Log

DAY- Friday DATE - 12/31/10

SAFE COUNT

NAME	OPEN: <u>Criselle</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>Wolke</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>6:00 PM</u>	<u>9:40</u>				
\$0.01	<u>21</u>	<u>21</u>			<u>10:29 A</u>	<u>3:10 PM</u>
\$0.05	<u>18</u>	<u>18</u>			<u>71</u>	<u>17</u>
\$0.10	<u>90</u>	<u>80</u>			<u>18</u>	<u>20</u>
\$0.25	<u>810</u>	<u>300</u>			<u>85</u>	<u>75</u>
\$1.00	<u>171</u>	<u>171</u>			<u>200</u>	<u>270</u>
\$2.00	<u>0</u>	<u>0</u>			<u>131</u>	<u>178</u>
\$5.00	<u>870</u>	<u>770</u>			<u>0</u>	<u>0</u>
\$10.00	<u>50</u>	<u>50</u>			<u>170</u>	<u>670</u>
\$20.00	<u>260</u>	<u>380</u>			<u>50</u>	<u>50</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>380</u>	<u>520</u>
Total Change Fund	<u>1790</u>	<u>1790</u>			<u>0</u>	<u>0</u>
# Tills/Total \$	<u>40200</u>	<u>Active</u>			<u>1795</u>	<u>1800</u>
# Till Drops	<u>170</u>	<u>95</u>			<u>Active</u>	<u>40200</u>
Cust. Recov. Cert.	<u>23</u>	<u>23</u>			<u>95</u>	<u>485</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>23</u>	<u>23</u>
# Tip Bags	<u>170</u>	<u>28</u>			<u>Y/N</u>	<u>Y/N</u>
Comments:					<u>28</u>	<u>28</u>

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>N. Balbuena</u>	Taken By Cash Controller:	<u>N. Balbuena</u>
Preparing Deposit:	<u>12:21 PM</u>	Date to Bank:	<u>12/31/10</u>
Start Time:	<u>12:21 PM</u>	Time to Bank:	<u>12:36 PM</u>
Deposit Bag #:	<u>124603087</u>	Deposit Bag #:	<u>124603087</u>
Deposit Witness:	<u>B. B.</u>	Banking Witness:	<u>B. B.</u>
Deposit \$:	<u>12116.35</u>	Bank Validated \$:	<u>12116.35</u>
Completion Time:	<u>12:34 PM</u>	Bank Validation Time:	
Change Order \$:	<u>0</u>	Change \$ Received:	<u>0</u>
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:		Date Reviewed:	
Comments:			

Cash Management Log**STORE COMMUNICATIONS**

DAY - _____

DATE - _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

Cash Management Log

DAY- _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
	START	END	START	END	START	END	START	END	START	END
SAFE COUNT										
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

*Attach validated deposit slip/courier slip and deposit bag receipt to this sheet***DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

DAY- _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
	START	END	START	END	START	END	START	END	START	END
SAFE COUNT										
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

*Attach validated deposit slip/courier slip and deposit bag receipt to this sheet***DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller:		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

PARTNER TIP REMOVAL (weekly)

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Payroll Processing **must be completed by 2:00 p.m.** local time. If after processing payroll it is discovered that a partner is missing hours there are three different processes for compensation.

- Note: No Emergency Cash Advances using the Paid Out method or through the Partner Contact Center may be processed without prior authorization and approval from the district manager.

[illegible]

PUNCH COMMUNICATION LOG

Week 9 — Nov 29 — Dec 5

STORE #

11649

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	INPUNCH	MEAL OUT	MEAL IN	OUTPUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
11/24/10	Elizabeth Saint Prey	1714040	7:58AM								12/2/10
11/29/10	Andrea T. Mitchell	1361748	8:30AM	1:05	1:25	5pm					12/2/10
11/30/10	Gracie Mitchell	1520413	11:53AM		7:14p						12/2/10
11/30/10	Nimberis Samuels	1700435		12:20PM							12/2/10
11/30/10	Elizabeth Saint Prey	1714040				1:44pm			11/30		12/2/10
11/30/10	Nathan Buchanan	1653449	5a								12/2/10
12/01/10	Waneese Pierce	1405945	8:45	1:50PM	2:20		Borrowed Partner	YJP	12/01/10		11/30/10
12/1/10	Andrea Sutherland		4:50		5:20						12/2/10
12/1/10	Nathan Buchanan	1663445				10:08a	deleted double				12/2/10
11/30/10	Latasha Ingram	1361748	5:30a			11:35	no punch				12/2/10
12/2/10	Karen Vanegas	1718481			12:39p		my on computer				12/2/10
11/29/10	Gracie Mitchell	1530473					no punch				12/2/10
11/30/10	Troy Scott	1689419	8:40a				" "				12/2/10
11/30/10	Karen Vanegas	1718481			11:39a		" "				12/2/10
11/29/10	Traci Wawerke	1629622					changed to out				12/2/10
12/2/10	Xer Yang			11:59a			no punch				12/2/10
12/3/10	K. Ingram	1361748		1:55	2:05		no punch				12/2/10
12/6/10	Andrea Sutherland		10:30	3:25	3:55	5:30	no punch	LT			12/6/10
12/6/10	Troy Scott	1689419				4:08	computer not working				12/6/10
12/6/10	Gracie Mitchell	1530473		8p	13:30	4:08	no punch				12/6/10
12-2	Gracie Mitchell	1609344	12:00PM				"				12/6/10
12-3	Andrea Sutherland		9:00AM			1:00PM					12/6/10
12-1	Andrea Sutherland		12:00PM			7:00PM					12/6/10
12-4	Andrea Sutherland		8:00AM			1:00 PM					12/6/10
12/04	W. Balbueno	1335242	7:30P.		1:44p		forgot to punch	MB	12/04		12/6/10
12/2	Karen Vanegas	1718481				11:30g					12/6/10
12/4	Elizabeth Johnson	1609344	9:15 AM	1:30 PM	2:00 PM						12/6/10
12/2	Yer Yang	1721482									12/6/10
12/4	Latasha Ingram	1361748	7:45a	11:59a			no punch				12/6/10
12/6	Gracie Mitchell	1530473									12/6/10

PUNCH COMMUNICATION LOG

Week 10 — Dec 6 - 12

STORE #

11699

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	INPUNCH	MEAL OUT	MEAL IN	OUTPUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
12/6/10	Nathan Buchanan	16063445	5:00am				NO punch.	KB	12/6/10	NA	12/6
12/10/10	Kimberly Samuels	1700435		12:18			Long Camp	h.d		NA	12/6
12/07	Yer Yang	1727482			12:35p		" "				
12/07	Nioka Balbrenon	1335242				2:09pm	" "	KB	12/07	NA	12/13
12/07	Camron Wilkerson		12p	5:27pm	5:37pm	8:47pm	on camp	Y.Y	12/07	SA	12/13
12/08	Yer Yang	1727482	7:00am				on camp	Y.Y	12/08	SA	12/13
12/08	Shirley Wilkerson		12:13pm		5:31	8:27pm	training	Y.Y	12/08	SA	12/13
12-08	1007 SGA++	1684119	9:52am	5:01			Train Sustained	TS	12/08	SA	12/13
12-09	Kimberly Samuels	1700435				11:35	Camp Froze	KB	12-09	SA	12/13
12-9	Andrea Sutherland	1738051	10:30am				No Punch	A.S	12-09	SA	12/13
12/7	Nioka Balbrenon	1336242			12:44p	1:30p	" "			SA	12/13
12/10	"	"				12:34p	deleted incorrect			SA	12/13
12/10	Catasha Ingram	1361748				4p	no punch			SA	12/13
12/9	Giselle Mitchell	1520473			6:54p		" "			SA	12/13
12/11	Kimberly Samuels	1700435				4p	" "			SA	12/13
12/10	Andrea Sutherland	1738051	4p				" "			SA	12/13
12/9	Karen Vanegas	1718481		11:16p			" "			SA	12/13
12/9	Yer Yang	1727482			12:33p	2:30p	deleted double			SA	12/13
12/7	"	"								SA	12/13

Week 9 -- Nov 29 -- Dec 5

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

[illegible]

PAID TIME OFF LOG

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal day.

NOTE: Personal day pay is based on average hours worked per shift.

[illegible]

PUNCH COMMUNICATION LOG

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

PROCEDURE:

1. The SM, ASM, or SS makes the actual written detailed entry into the log. The partner does not write the actual entry, but is responsible for initialing and approving the entry.
2. All entries in the log must be initialed and dated by the SM or ASM and the partner prior to processing payroll.
3. Shift Supervisors do not replace the SM or ASM as the signing authority on the *Punch Communication Log*.
4. Before processing payroll, compare the Audit Report and the Payroll Summary Report and make sure all punch edits have been added to the *Punch Communication Log* and approved by the partners. After payroll is processed, attach the Audit Report to the *Punch Communication Log*.
5. Keep the *Punch Communication Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners.

PROCEDURE:

1. All borrowed partners must punch in/out on the POS or Manager's Workstation in order to be paid and included in the weekly tip distribution.
2. All borrowed partners must also sign in/out on this *Borrowed Partner Log* before they leave the store.
3. Keep the *Borrowed Partner Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.

PAID TIME OFF LOG

Use this log to request paid time off such as vacations, jury duty, bereavement and personal days.

PROCEDURE:

1. All requested paid time off must be entered, initialed and dated in this log by the requesting partner BEFORE the SM or ASM processes payroll.
2. The SM or ASM must enter the paid time off into Time and Attendance prior to processing payroll. Do not send timecards for paid time off unless requested to do so by the Payroll department.
3. The SM or ASM who entered the paid time off in Time and Attendance must initial and date the original partner entry. Shift supervisors do not replace the SM or ASM as the signing authority.
4. Before processing payroll, compare the Payroll Summary Report with the *Paid Time Off Log*.
5. Keep the *Paid Time Off Log* attached to your Daily Records Book. This form is required to be mailed with the DRB to Iron Mountain every six months for long term storage.
6. Refer to the *Partner Resources Manual* for more details on the eligibility for paid time off.

Week 10 — Dec 6 – 12

[illegible]

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal day.

[illegible]

811649

PUNCH COMMUNICATION LOG

Week 11 — Dec 13 — 19

STORE #

11649

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	INPUNCH	MEAL OUT	MEAL IN	OUTPUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
12/13/10	Nathan Buchanan	1663445	5am			10:00 am	forgot to punch out	NMB	12/13/10	SA	12/14
12/13/10	Yer Yang	1727482				3:30 pm	on computer	YJG	12/13/10	SA	12/16
12/13/10	Y Samuel Watson	1738756		4:34							12/14
12/13/10	Andrew Sutherland	1738051	2am			6pm	forgot to punch out	AS	12/13/10	SA	12/14
12/14/10	L. Ingram	1361148	Sam	10:45pm		10:31a	no punch				12/15
12/14	Nathan Buchanan	1663445					charge to training				12/14
12/14	Kimberly Samuels	1700426			12:29	4:00pm					12/14
12/14	Michael Perrupato		12:00pm			4:00pm					12/20
12/14	Yer Yang	1727482		12:10p	12:43p		no punch				12/15
12/14	Yer Yang	1718481		11:29a		4:00pm	on computer	YJG			12/20
12/15	Karen Vaneegas							MP			12/20
12/15	Michael Perrupato		12:00pm			4pm					12/20
12/15	Yer Yang										12/20
12/16	Yer Yang	1727482			12:14pm		Yer Yang	YJG	12/16		12/20
12/16	Nathan Buchanan	1335242			12:4p		M. Buchanan	NMB	12/16		12/20
12/16	Yer Yang	1700435		12:03pm							12/20
12/16	Yer Yang	1739120				4:00 PM	forgot to punch in				12/20
12/17	Michael Perrupato	1735242	12:00pm				no punch				12/20
12/17	Nathan Buchanan	" "					" "				12/20
12/18	" "	" "					" "				12/20
12/18	Giselle Mitchell	1530473		6p			no punch				12/20
12/19	Karen Vaneegas	1718481		11:31a			" "				12/20
12/17	Samson whatstone	1735796	12p				" "				12/20

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at their US or MWES.

[illegible]

PAID TIME OFF LOG

NOTE: Personal day pay is based on average hours worked per employee.

[illegible]

PUNCH COMMUNICATION LOG

Week 12 — Dec 20 — 26

STORE # 11699

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

DATE	PARTNER NAME	PARTNER #	IN PUNCH	NEAL OUT	NEAL IN	OUT PUNCH	DETAILED DESCRIPTION	PARTNER INITIALS	DATE	MANAGER INITIALS	DATE ENTERED
12/20	Kaven Yanez	1718481	12:01	11:55a	6:30p		mgv on com				12/21
12/20	Grisele Nubelt	1730473	12:38p	6p			" " "				12/21
12/20	Dominique Linton	1739426	12:07p	12:41p	4:47	4:47b					12/21
12/20	Yev Yana			4:17	1:12						12/21
12/20	Samson Whitstone			4:17	4:47						12/21
12/20	Latacha	1361744				5:02	no punches				12/21
12/20	Michael Parado	1739420	2p		5:00p						12/21
12/20	Nioka Palbourn	1330242		12p	12:30p	1:15p	no punches				12/21
12/21	Grisele Nubelt	1530473		6:35	7:05						12/23
12/21	Scott	1609419				8:55	using the computer				12/23
12/21	Traci Warrington	1629427				8:55	computer being used				12/23
12/21	Samson Whitstone	1731756	12:12			5:04					12/23
12/22	Elizabeth Samson	1714640	8:00	1:05	1:36		using computer				12/23
12/22	Kimberly Samson	1700435	8:04								12/23
12/22	L. Thompson	1361748	8:30am								12/23
12/22	Nathan Buchanan	1663445				10:30	forgot to punch out				12/23
12/22	Samson Whitstone										12/23
12/23	Yv Yana	1727482	5:00 AM				Shift lead late				12/23
12/23	Nathan Buchanan	1663445		12p	12:20p	10a	no punch				12/23
12/23	Nioka Palbourn	1330242	8:00a				" "				12/23
12/23	Catasha Ingram	1361748	12:1p				" "				12/23
12/23	Dominique Linton	1739426				11:30a	change to train				12/23
12/23	" "	" "					no punch				12/23
12/23	Michael Pennington	1739420	6:29a				change to barista				12/23
12/23	Kimberly Samson	1700435	7:30a				no punch				12/23
12/24	Kimberly Samson	1700435	8:30a				Cam Bree				12/27
12/24	Bohany Johnson	1609344	12:35				gone				12/27
12/27	Grisele Nubelt	1530473		4p	4:30p	1:15p					12/27

BORROWED PARTNER LOG

Use this log to capture partner and punch information for all borrowed partners. Borrowed partners should also punch in and out at the POS or MWS.

[illegible]

PAID TIME OFF LOG

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal day. **NOTE:** Personal day pay is based on average hours worked per shift.

[illegible]

Week 13 – Dec 27 – Jan 2

STORE #

11649

Use this log to indicate missed punches that require management approval to ensure that all partners are paid accurately for all hours worked. Use of this log is not a substitute for punching in and out in accordance with the Starbucks Time and Attendance Policy (see Partner Resources Manual for more details).

[illegible]

Week 13 -- Dec 27 - Jan 2

[illegible]

Use this log to request paid time off such as vacation, jury duty, bereavement, and personal day.

[illegible]

1. Identify the correct Support Group for your issue
2. Please log all calls with the appropriate information

Date	Equipment	Store Partner	Call Center Technician	Work Order #	Description	Urgency Level	Resolution Date
12/01	Espresso machine	11649	Linda	9644648	(locking) coffee (no product being served)	EM	24 hr
12/01	kitchen car	11649	Dominique	9646051	snowblower	urgent	
12/01	Boil Fridge	11649	Dominique	9646056	leaking water		
12/03	right side bar	11649	Jim	9647510	bar leaking water 1st Service Networks	URGENT	48 hrs
12/03	left side bar	11649	Linda	9648049	" " " " " "	URGENT	48 HRS.
12-20	hot water	(R)	Sheryl	9688233	No hot water	non em	
12/20	door	(R)	Sheryl	9688248	door can't lock	non EM	48hrs

P-CARD POLICIES: COMPLIANCE = 100% COMPLETION**P-card Policy**

The Store P-card is a Starbucks backed charge card used to purchase business critical items at a retail merchant that is essential to store operations.

See P-card section in the *POS Register Resource Manual* under the Management Functions tab.

P-card Standard

- The P-card is to be kept in the change bank compartment of the safe.
- The P-card can be used by any store partner as directed by the cash controller on duty.
- With the exception of office and bar supplies, district manager approval is required for all P-card purchases that exceed \$20.00.
- The P-card must be used when placing an office supply order with Staples by phone, online or making an in-store purchase.

All Partners – P-card Procedures

- The P-card must be removed from the safe by the scheduled cash controller.
- **Record** to whom and why the P-card is being given under "Comments" on the Safe Count section of the Store Management page in the Daily Records Book.
- After completing a P-card purchase, complete the *P-card/Paid Out Log* and file the receipt in the P-card/Paid Out envelope. Please print legibly and in pen.
- Leave all P-card receipts in the envelope. Do not send into Sales Audit.
- Return the P-card to the scheduled cash controller on duty; to be placed back in the safe immediately.
- **Record** that the P-card has been replaced and by whom under "Comments" on the Safe Count section of the Store Management page in the Daily Records Book.

Note: Charges at specific store types (e.g. grocery stores) will be classified to those specific accounts on the P&L (e.g. Dairy Variance). Some merchants (e.g. personal services) are blocked and purchases will be declined at these locations.

Contact the Store P-card Administrator at 1-888-796-5282, option 8, ext. 20631-86896 or email spcardadm@starbucks.com for declined, lost and stolen cards or when a temporary limit increase to cards is requested.

PAID OUT/PAID IN POLICIES: COMPLIANCE = 100% COMPLETION**Paid Out/Paid In Policies**

Paid Outs are for business critical exceptions where p-cards are not accepted. Emergency payroll Paid Outs should be entered on the *Emergency Wage Advance Log* after receiving a case number from the Partner Contact Center (PCC). See Paid Out and Paid In sections in the *POS Register Resource Manual* under the Management Functions tab.

All Partners – Paid Out/Paid In Procedures

- With the exception of bar supplies, obtain district manager approval for all purchases over \$20.00.
- After completing the paid out/in at the POS, complete the *P-card/Paid Out Log* and file the receipt and the paid out/in register slip in the P-card/Paid Out Envelope. Please print legibly and in pen.
- Leave all Paid Out/Paid In receipts in the envelope. Do not send into Sales Audit.

P-CARD AND PAID OUT/PAID IN MANAGEMENT POLICIES: COMPLIANCE = 100% COMPLETION**Cash Controllers – Safe Count Policies**

The safe count must include accurate physical counts of all items in the safe, including the store P-card.

Managers – Weekly Reconciliation

Weekly, the store manager should reconcile the P-card and Paid Out/Paid In Log with the Cash Management Report. This report is located in the Store Web Reports on the MWS.

District Manager and Manager – Monthly Reconciliation

Monthly, the store manager and district manager should review, reconcile and approve the monthly total of P-card and Paid Out/Paid In transactions.

All Partners – ACCOUNTABILITY AND DUTY TO REPORT

Failure to comply with cash management policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Business Conduct Helpline at 800/611-7792.



DM check-ins 12/22:

- Safe count over - within 10 minutes / process
- All guests: document one daily
- tip witnesses / witnesses interviewed per time / way
- No opening safe count on 11/30
- 12/22 Nisha + Giselle safe count / not done appropriate steps
- Security deposit and doesn't match slip 12/3, 11/29
- 12/4: Security no count

Cash Management Log

STORE COMMUNICATIONS

DAY -

Mon

DATE -

12/26

Total 0/s (-2.94)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Niorva	59441814	NB	1:23p
Troy	59441812	SH	1:32p

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kimberly	59441812	SH	12:51p

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHAS

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My Transaction Summary

CHASE

Transaction #161
Account Number Ending In: 0515
Checking Deposit \$604.50
Cash Amount \$604.50

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/28/2010 13:56

Business Date 12/28/2010
Session #65

ISE

Thank you - Carlos
Cashbox #01

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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DISCOUNTS**

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TranSource®

DATE 12/27/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	604	
COIN		50
CHECKS LIST EACH SEPARATELY		
1		
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20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Seventy Marshall

DEPOSIT BAS # 127603079

TOTAL 604 50

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL ITEMS 7

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #Z65F9383

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11849
346 HUDSON ST

JPMORGAN CHASE BANK

604.90 5602010221 77770515

604.50

TranSource

DATE 12/27/10

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
346 HUDSON ST

JPMORGAN CHASE BANK

DEPOSIT

		DOLLARS	CENTS
CURRENCY		604	
COIN			50
CHECKS (SEE EACH SEPARATELY)			
1			
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20			

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME Seventy Marshall

DEPOSIT BAG # 7003079

TOTAL 604.50

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

DEPOSIT TICKET

TOTAL ITEMS 1

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #265P9383

604.50

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$604.90
DATE: 12/24/10
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603079

Cash Management Log

DAY: Monday DATE: 12/27/10

SAFE COUNT

NAME	OPEN: <u>11:00 AM</u>	MID 1: <u>12:51 PM</u>	MID 2:	MID 3:	CLOSE:	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>11:00</u>	<u>12:51 PM</u>	<u>12:51 PM</u>	<u>1:59 PM</u>		
\$0.01	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>		
\$0.05	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>		
\$0.10	<u>55</u>	<u>55</u>	<u>55</u>	<u>55</u>		
\$0.25	<u>210</u>	<u>210</u>	<u>210</u>	<u>210</u>		
\$1.00	<u>268</u>	<u>228</u>	<u>228</u>	<u>228</u>		
\$2.00	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>		
\$5.00	<u>1190</u>	<u>1070</u>	<u>1070</u>	<u>1070</u>		
\$10.00	<u>40</u>	<u>120</u>	<u>120</u>	<u>120</u>		
\$20.00	<u>8</u>	<u>80</u>	<u>80</u>	<u>80</u>		
OTHER \$'s	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>		
Total Change Fund	<u>1800</u>	<u>1800</u>	<u>1800</u>	<u>1800</u>		
# Tills/Total \$	<u>1030</u>	<u>1030</u>	<u>1030</u>	<u>1030</u>		
# Till Drops	<u>10</u>	<u>3</u>	<u>3</u>	<u>3</u>		
Cust. Recov. Cert.	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>		
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>10</u>	<u>12</u>	<u>12</u>	<u>13</u>		
Comments:						

Report Store Operating Funds

Signature: Security Marshall \$ Amount Entered: 1800.-

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>SM</u>	Taken By Cash Controller: <u>SM</u>
Preparing Deposit: <u>1 PM</u>	Date to Bank: <u>12/27/10</u> → <u>12/28/10</u> b/c of
Start Time: <u>1 PM</u>	Time to Bank: <u>1:40 PM</u> → <u>1:40 PM</u>
Deposit Bag #: <u>127603079</u>	Deposit Bag #: <u>127603079</u>
Deposit Witness: <u>SM</u>	Banking Witness: <u>SM</u>
Deposit \$: <u>604.50</u>	Bank Validated \$: <u>604.50</u>
Completion Time: <u>1:18 PM</u>	Bank Validation Time: <u>1:50 PM</u>
Change Order \$: <u>8</u>	Change \$ Received: <u>8</u>
Comments: <u>bank closed - snow</u>	Comments: <u>key broken - unable to use night deposit</u>

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
<u>1689414</u>	<u>TS</u>	<u>157441816</u>	<u>SM</u>	<u>2:15</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY - Tuesday DATE - 12/28/10

Total O/S +4.47

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dominique	59441820	CD	2:56

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Serenity	59441824	CD	6:39

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59441818	CD	12:18 PM
M. Chae	59441826	CD	6:40

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
TRAY	59441822	CD	6:36

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

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My Transaction Summary

CHASE

Transaction #160	
Account Number Ending In:	0515
Checking Deposit	\$452.74
Cash Amount	\$452.74

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/28/2010 13:56

Business Date 12/28/2010
Session #65

Thank you - Carlos
Cashbox #01

IEO

REWARDS

**BIGGER
DISCOUNTS**

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RATES**

**MORE
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**BIGGER
DISCOUNTS**

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INTRODUCING

CHASEEXCLUSIVESSM

BETTER

TranSource

DATE 12/28/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	492	
COIN		74
CHECKS		
1		
2		
3		
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DEPOSIT PREPARED BY SK

DEPOSIT VERIFIED BY N/A

PRINT NAME Serenity Marshall

DEPOSIT BAG # 127603081

TOTAL 492 74

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #26519383

TOTAL ITEMS 7

DEPOSIT TICKET

44122
492.74

TranSource®

DATE 12/18/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	492	
COIN		74
CHECKS (LIST EACH SEPARATELY)		
1		
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DEPOSIT PREPARED BY NA

DEPOSIT VERIFIED BY NA

PRINT NAME Soren F. Marshall

DEPOSIT BAG # 12700981

TOTAL 492 74

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #6579383

TOTAL ITEMS 1

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #1849
345 HUDSON ST
JPMORGAN CHASE BANK

116,911 15602010221 7771705151

452.74

RE: 345 Hudson St Starbucks-getting bad

From: Shelby Wood <SWood@emmisny.com>
To: Jen Gurtov; Giancarlo Negovetti
CC: Kevin Cox; S11649 Hudson & King
Subject: RE: 345 Hudson St Starbucks-getting bad
Sent: 7/6/2010 9:00:04 PM +00:00

Thank you so much for getting back to us Jennifer, we really appreciate it.

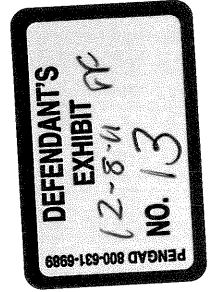
Sorry that my response was delayed, I was out of town and we were closed for the holiday.

However, almost immediately we have seen more staff at this Starbucks and it doesn't seem so chaotic. Still a lot of new faces, but it seems to be going a little smoother. We have not spoken to Serenity yet, but thank you for giving us a name.

We'll see how it goes and continue to give you feedback as needed.

I also wanted to give a special recognition to Giselle who works at this location. I went there the other day and was venting to my co-worker about something work-related and I was pretty upset/annoyed. She gave me my coffee on the house since I "seemed really upset and could need something nice" I immediately smiled and cheered up. That was very nice of her and so unexpected! So I wanted to make sure I mentioned her to you.

Thanks again!



STAR_MARSHALL00018288